

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL
NASHVILLE, TENNESSEE 37243-0225

Service Counselor 2- Tort

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 Billion Dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

DESCRIPTION:

The Claims Administration Division is responsible for investigating and making determinations on claims made against the state for workers' compensation by state employees, employee property damage, tort liability and criminal injury compensation.

RESPONSIBILITIES:

- Reviews claims filed against the State of Tennessee to resolve the claim in accordance with applicable state statutes, established procedures, etc.
- Makes informed, proper recommendations for approval or denial of claims in accordance with guidelines set forth in the law.
- Evaluates supporting documentation including claim forms, narrative descriptions, incident reports, bills or other proof of damages.
- Performs detailed analysis of facts, draws conclusions based on facts, and calculates financial damages.
- Explains the claims process to anyone inquiring and provides a professional, quality-oriented claims process.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a bachelor's degree and 1 year of professional experience or
- Graduation from an accredited four-year college or university with a bachelor's degree and a paralegal certification

To apply, submit your resume to: Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.